



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
US ARMY CONTRACTING AGENCY
5109 LEESBURG PIKE SUITE 302
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FEB 07 2007

SFCA-CO

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Contracting Agency Policy Memorandum P0017
Enterprise Software Agreements (ESA's)

Reference Deputy Assistant Secretary of the Army (Policy and Procurement) memorandum, dated December 29, 2006, subject: Enterprise Software Agreements (Enclosure 1), Army Contracting Agency, Operations and Career Management Directorate memorandum, dated August 01, 2006, subject: Army Contracting Agency (ACA) Policy Memorandum P0015, Use of Enterprise Software Agreements (ESA's) (Enclosure 2). Enclosure 3 is U.S. Army Audit Agency, Office of the Deputy Auditor General, dated July 18, 2006, subject: See Memo.

The purpose of this memorandum is to 1) rescind ACA Policy Memorandum P0015, Use of Enterprise Software Agreements (ESA's) and 2) issue updated guidance on the use of ESA's as set forth herein.

The Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 208.74, Enterprise Software Agreements (ESA's) requires all contracting offices to fulfill requirements for commercial software and related services, such as software maintenance. To fulfill these requirements follow the acquisition procedures at DFARS 208.7403 and Army Regulation 25-1, Army Knowledge Management and Information Technology dated 15 July 2005, which designates the Army Small Computer Program (ASCP) as the primary source for all commercial information technology to include software.

Each Principal Assistant Responsible for Contracting (PARC) shall ensure that all contracting offices develop procedures and controls to ensure that ESA's are used to the maximum extent. At a minimum, the following procedures should be implemented:

- a. Ensure that all software or related services purchase requests are screened against the ESA's at www.esi.mil before considering other sources.
- b. Review hardware purchase requests to make sure that they do not include software that is available from enterprise agreements, particularly Microsoft software products, and make a determination if the software meets the criteria for using an ESA.
- c. Maintain a record of waivers received from the Army's Software Product Manager, if ESA's are not used.

- d. Check the ASCP website at <https://ascp.monmouth.army.mil> for detailed ordering information and assistance.
- e. Check the website listed in DFARS 208.7402 for a current list of ESA's.

The point of contact for this action is Ms. Peggy Butler, (703) 681-6700 or e-mail: peggy.butler@hqda.army.mil.


Bryon J. Young
Director
Army Contracting Agency

Enclosures

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103 ARMY PENTAGON
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SAAL-PP

DEC 29 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Enterprise Software Agreements

The Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 208.74—Enterprise Software Agreements (ESAs) requires all contracting offices to fulfill requirements for commercial software and related services, such as software maintenance. To fulfill these requirements follow the acquisition procedures at DFARS 208.7403 and Army Regulation 25-1, Army Knowledge Management and Information Technology dated 15 July 2005, which designates the Army Small Computer Program (ASCP) as the primary source for all commercial information technology to include software.

Each PARC shall ensure that all contracting offices develop procedures and controls to ensure that ESAs are used to the maximum extent. As a minimum, the standing operating procedures shall:

- a. Ensure that all software or related services purchase requests are screened against the ESAs before considering other sources.
- b. Review hardware purchase requests to make sure that they do not include software that is available from enterprise agreements particularly Microsoft software products.
- c. Maintain a record of waivers received from the Army's Software Product Manager, ASCP if ESAs are not used.

For questions regarding this memorandum the point of contact is Ms. Barbara Binney, (703) 604-7113, or e-mail: Barbara.binney@hqda.army.mil. The Department of Defense website cited at DFARS 208.7402 maintains a current listing of the ESAs.

For questions regarding ESAs and the current listings, the point of contact is Ms. Katrina Macksey, (732) 427-6788, or e-mail: Katrina.Macksey@us.army.mil. The ASCP phone number is (888) 232-4405.



/ Deputy Assistant Secretary of the Army
(Policy and Procurement)

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AUG 01 2006

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Contracting Agency Policy Memorandum P0015: Use of
Enterprise Software Agreements (ESA's)

The purpose of this memorandum is to provide guidance to all Army Contracting Agency (ACA) Contracting Centers, Regions, and Directorates of Contracting regarding the use of ESAs to the maximum extent possible. A recent Army Audit Agency audit at various Army locations revealed the lack of awareness and use of ESA's.

Therefore, immediate action must be taken to develop standard operating procedures and controls to ensure that the technology and pricing benefits inherent in the use of ESA's are received. At a minimum, the following procedures should be implemented:

- Ensure all software purchase requests are screened against the ESA list of designated software at www.esi.mil before considering other sources.
- Adhere to the acquisition procedures described in the Procedures, Guidance, and Information (PGI) subpart 208.7403.
- Review hardware purchase requests for inclusion of software requirements, and make a determination if the software meets the criteria for using an ESA.
- Check the Army Small Computer Program website <https://ascp.monmouth.army.mil> for detailed ordering information and assistance.

The point of contact for this action is Ms. Peggy Butler, (703) 681-6700 or e-mail: peggy.butler@hqda.army.mil.


Bryon J. Young
Acting Director
Army Contracting Agency

Enclosure

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KE6-1268



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JUL 18 2006

MEMORANDUM FOR U.S. ARMY AUDIT AGENCY, OFFICE OF THE DEPUTY
AUDITOR GENERAL, FORCES AND FINANCIAL AUDITS,
3101 PARK CENTER DRIVE, ALEXANDRIA, VA 22302


SUBJECT: U.S. Army Audit Agency (AAA) Audit of Enterprise Software Agreements:
Using Unit Purchasing Practices (A-2005-FFI-0078.000)

This correspondence provides the Headquarters, Army Contracting Agency's (HQ, ACA) recommendation on the subject audit of the use of Enterprise Software Agreements (ESA's) by Army Activities. The locations audited receive acquisition oversight from HQ's ACA; however, other Army acquisition activities do not.

HQ ACA concurs with the intended goal of AAA's recommendation A-2, and will implement it for all offices it oversees. However, the Director of ACA does not have the authority to direct all Army contracting offices to develop procedures and controls to ensure that ESA's are used to the maximum extent.

Therefore, HQ, ACA recommends that AAA make a suggestion to the Deputy Assistant Secretary of the Army (Policy & Procurement) (DASA(P&P)) that would involve the issuance of a memorandum from DASA(P&P) to all Army contracting offices, encouraging the Army's adoption of the procedures listed at Recommendation A-2 to ensure use of Enterprise Software Agreements. ACA also recommends that the DASA(P&P) memorandum also include reference to DoD Chief Information Officer letter dated December 22, 2005, that mandates use of ESA's as well as the Army Small Computer Program website <https://ascp.monmouth.army.mil> for detail ordering information.

For further information concerning this subject please contact Ms. Peggy Butler, DSN 761-6700 or (703) 681-6700 or e-mail: peggy.butler@hqda.army.mil.


Bryon J. Young
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KE6-1253